



Job Title	Street Operations Manager	FLSA Status	Exempt
Band	MGR	Probationary Period	12 Months
Zone	3	Job Code	14900

Class Specification – Street Operations Manager

Summary Statement:

The purpose of this position is to manage street and stormwater maintenance activities which include: emergency responses in winter, summer and fires, asphaltic and concrete rehabilitation, drainage, roadway sweeping, recycling, environmental compliance, and safety programs. This is accomplished by coordinating activities within the City, division, and externally with outside agencies and providing support to Streets Division Manager. Other duties include generating reports; problem solving; managing street maintenance crews; compliance with safety regulations; and developing division budget.

Essential Functions

Note: Regular and predictable attendance is an essential function in the performance of this job.

Time % (All below must add to 100%)

Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.

50%

Coordinates the organization, staffing, and operational activities for roadway sweeping, asphaltic rehabilitation, and environmental compliance and safety programs. Participates in the development and implementation of goals, objectives, policies, and priorities; and recommends and implements resulting policies and procedures. Identifies opportunities for improving service delivery methods and procedures; identifies resource needs; reviews with appropriate management staff; and implements improvements. Directs, coordinates, and reviews the work plan for assigned street maintenance services and activities; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods, and procedures; and meets with staff to identify and resolve problems. Oversees the annual asphaltic rehabilitation program including overlay, mill/profile, chip seal and slurry seal. Supervises street maintenance operations in the City's four maintenance districts including roadway, alley, gravel sweeping, and air quality issues.

35%

Plans and directs emergency snow and ice control programs. Supervises the recycle and solid waste programs; ensures compliance with applicable monitoring and testing and disposal regulations. Assumes responsibility for obtaining necessary regulatory documents as they pertain to stormwater and drainage operations. Oversees operations of stormwater drainage crews including concrete placement and maintenance.



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15%	Selects, trains, motivates, and evaluates maintenance personnel; provides or coordinates staff training; works with employees to correct deficiencies; and implements discipline and termination procedures. Participates in the development and administration of assigned program budget; forecasts funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; and recommends adjustments as necessary. Provides staff assistance to the Streets Division Manager; participates on a variety of committees; and prepares and presents staff reports and other correspondence as appropriate and necessary. Attends and participates in professional group meetings; and stays abreast of new trends and innovations in the field of street maintenance.
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Competencies Required:

Human Collaboration Skills: Interactions have significant impact and may involve recommendations regarding potential policy development and implementation. Position evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.

Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Math: Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Writing: Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Technical Skills Required:

Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.



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Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor's degree from an accredited college or university with major coursework in civil engineering, construction management, or a related field.

Experience: Five years of full-time responsible experience in area of assignment including three years of management and/or high-level supervisory experience.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.

Supervision Exercised:

Work requires managing and monitoring work performance by directing subordinate supervisors, including making final decision on hiring and disciplinary actions, evaluating program/ work objectives and effectiveness, and realigning work and staffing assignments, as needed.

Supervision Received:

Receives Limited Direction: This job title normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

Fiscal Responsibility:

This job title oversees budget preparation of a division or department budget. Reviews and approves expenditures of significant budgeted funds for the department or does research and prepares recommendations for organization-wide budget expenditures.

Physical Demands:

Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.



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Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Seasonally
Wetness and Humidity	Several Times per Month
Respiratory Hazards	Daily
Noise and Vibrations	Several Times per Week
Physical Hazards	Daily
Mechanical and/or Electrical Hazards	Occasionally
Exposure to Communicable Diseases	Occasionally

Machines, Tools, Equipment, and Work Aids: Telephone, fax, calculator, copier, and vehicle, various metric tools, radio, camera, shovel, broom, GPS, smartphone, and core drill.

Specialized Computer Equipment and Software: Database entry, Microsoft Office, scheduling, and tracking software.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original date: August 2014